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ABSTRACT

This guide presents an annotated list of selected reference sources in public administration. All of the sources listed are found at the Graduate Library for Public Affairs and Policy (GLPP) located at the State University of New York, Albany. Detailed, exhaustive guides in literature, research, indexes, abstracts, statistical sources, government documents, directories, handbooks, and encyclopedias are listed. Not covered in this guide, however, are primary legal materials which may be useful to the public administration researcher or practitioner since these may be found in GLPP's law collection. Notes on finding books and utilizing computer resources are also included. The guide is divided into eight sections (1) Guides to the Literature and Research; (2) Indexes and Abstracts; (3) Finding Books; (4) Statistical Information (including budget information); (5) Federal, State, and Local Government Materials; (6) Dictionaries; (7) National, State, and Local Directories, Encyclopedias and Handbooks; and (8) Computer Resources. An asterisk indicates the resources which can be searched online. (APG)

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* from the original document. *
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ED279593

# PUBLIC ADMINISTRATION: A BIBLIOGRAPHY OF SELECTED REFERENCE SOURCES

by
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June 1986

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EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

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# Introduction

This guide introduces selected reference sources in public administration. Listed here are detailed, exhaustive guides to the literature and research, indexes and abstracts, statistical sources, government documents, directories, handbooks and encyclopedias. Notes on finding books and utilizing computer resources are also included.

A major problem in formulating a guide to resources in public administration is deciding what legitimately falls within the field. Public administration as a discipline lacks full consensus as to its boundaries - with various researchers and practitioners seeing it as everything from strictly government administration to all social organization. George Caiden in American Public Administration sees the mainstream of the profession defining it as the, "formulation and implementation of policies through the public bureaucracy." I have used this definition, taking into account the areas of concentration from the Graduate School of Public Affairs' public administration programs - comparative and development administration, human resources, legislative administration, policy analysis, public finance, and public management; and administrative behavior.

By its nature public administration is interdisciplinary. There exists no central bibliographic control mechanism for the literature. It takes in law, political science, sociology, economics, psychology, management and other disciplines. Therefore, in addition to basic public administration sources, many sources not usually thought of as public administration are included in this guide.

All of the sources listed and annotated here are found at the Graduate Library for Public Affairs and Policy (GLPP) which is located on University at Albany's downtown campus. GLPP sources have call numbers beginning with EXT or LIB (or occasionally DOC). Where EXT or LIB prefixes are followed by REF, the materials are found on the first floor in the reference area. Many of these materials are also at the Main Library (at times with longer back runs), and these holdings have also been noted.

Not covered in this guide are primary legal materials and their finding aids which may be useful to the public administration researcher or practitioner. GLPP's law collection includes court cases and statutes for the U.S., all 50 states and the District of Columbia. Administrative regulations for the United States and New York State are also at GLPP. Indexes to the legal periodical literature have been included. GLPP guides for the use of legal materials are available in the reference area.

PLEASE DO NOT HESITATE TO ASK FOR ASSISTANCE at the GLPP reference desk.

---

[1] American Public Administration, a bibliographical guide to the literature. George E. Caiden and others (New York and London: Garland, c1983), p.9.

## I. GUIDES TO THE LITERATURE AND RESEARCH

EXT
REF
JF
1351
Z999
A55x

American Public Administration: a bibliographical guide to the literature. George E. Caiden and others. New York; London: Garland, c1983.

Contains an excellent introduction to the scope of public administration. Also bibliographies of reference materials, journals, books, etc.

EXT
REF
JA
71
Z999
H65x
1985

Holler, Frederick L. Information Sources of Political Science. 4th edition. Santa Barbara, CA: ABC-Clio, 1985. Part 6: "Public Administration." Also in Main.

Section on public administration has annotated entries on guidebooks, bibliographies, casebooks, document collections, directories.

EXT
REF
JA
71
Z999
I54x
1984

Information Sources in Politics and Political Science. Edited by D. Englefield and G. Drewry. London; Boston: Butterworths, c1984. Also LIB.

This bibliographic guide to the literature of politics and political science includes two sections of particular note, Jacqueline Whiteside's "Library and bibliographical aids to the study of politics," (pp. 3-32) and Tony Butcher's essay "Public administration and policy studies," (pp. 189-208).

EXT
REF
JF
1351
Z999
M38x
1986

McCurdy, Howard E. Public Administration: a Bibliographic Guide to the Literature. New York: Marcel Dekker, c1986.

This bibliography of books is an "orientation guide to the body of knowledge that supports the study and practice of public administration." Includes sections on trends and development of public administration, the most cited books, and the "knowlege base" (which is divided into 33 categories). Personal name index.

EXT
REF
JF
1351
S514x

Simpson, Antony E. Guide to Library Research in Public Administration. New York: Center for Productive Public Management, John Jay College of Criminal Justice, c1976, 1977. Also in Main.

Includes an introduction to the field of public administration as well as an exhaustive guide to locating information in public administration. Remains useful despite the many sources introduced since its publication.

## II. INDEXES AND ABSTRACTS

Indexes and abstracts provide subject, author, title and/or other access to articles in journals and occasionally to books, reports, dissertations and documents. Indexes furnish bibliographic information for materials. Abstracts provide this plus summaries of the content of publications.

EXT
REF
Z
7161
A214
xxx

ABC Pol Sci

GLPP has V.7+; 1975+
Main has V.1+; 1969+

A bibliography of the contents of 300 journals in political science, government and the related disciplines of law, sociology and economics. Arranged alphabetically by journal title with author and subject indexes in each issue. Bimonthly with annual and five year cumulated indexes.

EXT
REF
Z
7554
U5
A46
xxx

American Statistics Index

Section IV of this guide - "Statistical Information."

EXT
REF
Z
7164
C81
B983
xxx

Business Periodicals Index

GLPP has V.22+; Aug. 1979+
Main has V.1+; Jan. 1958+

As a subject index to business periodicals this focuses primarily on the private sector. It does have a considerable amount of information for public sector management - economics, accounting, management, personnel administration, etc. Separate author listings for book reviews. Monthly with quarterly and annual cumulations.*

EXT
REF
JA
Z999
C18x

Combined Retrospective Index to Journals in Political Science. 1977.

GLPP has complete set
Main has complete set

Comprehensive 8 volume set indexing 200 English language journals from 1886 to 1974. Six subject volumes (four of which are devoted to public administration) are divided into 95 broad subject categories. Searching is refined through the use of title keyword indexing. Author index.

*This index or abstract is searchable on-line.

EXT
REF
Z
5055
U5
A53xb

Dissertation Abstracts International

Section A: Humanities and Social Sciences

GLPP has 1969+

Main has 1969+

Monthly listing (with abstracts) of Ph.D. dissertations. International coverage. Arrangement is by subject with lengthy abstracts written by authors. Indexed by subject and author with annual cumulated author index. Most of these dissertations can be bought from University Microfilms International.*

EXT
REF
HV
1
P68x
xxx

Human Resources Abstracts

GLPP has V.10+; 1975+

(V.1-9, 1966-1974 with title, Poverty and Human Resources Abstracts).

Aims to list the most important current periodical literature on human, social and manpower problems. Arranged by 14 subject categories including labor resource development, employment/unemployment, equal opportunity, career development, social services, etc. Subject and author indexes. Quarterly with annual cumulated author indexes. Abstracts.

EXT
REF
KF
8
I54x
xxx

Index to Legal Periodicals

GLPP has 1952+

Main has 1926+

Subject and author index to 476 legal periodicals published in the U.S. and other English-speaking countries. It includes a table of cases with citations and references to articles as well as a table of statutes with U.S. Code citations and references. Some of the topics are administrative law, discrimination, equal employment opportunity, labor law/public sector, labor management relations, unions, etc.*

EXT
REF
Z
1223
Z7
I53x
xxx

Index to U.S. Government Periodicals

GLPP has 1980+

Main has 1970+

Subject and author index to 186 periodicals produced by more than 100 agencies of the U.S. government. Policy is to select "substantive articles of lasting research and reference value." Quarterly with annual cumulations.*

*This index or abstract is searchable on-line.

EXT
REF
JA
36
I5
xxx

International Political Science Abstracts

GLPP has V.27+; 1977+

Main has V.1+; 1951+

References to political science articles are arranged in broad subject categories including governmental administration and institutions, international relations, etc. Major world-wide political science journals covered fully, lesser journals selectively. Also some yearbooks included. Arranged alphabetically by major author. Bimonthly with subject index in each issue and annual cumulated author and subject indexes. Abstracts.

EXT
REF
KF
1
L43x
Micro-
form

Legal Resource Index

GLPP has Jan. 1980+

Legal Resource Index provides subject, author, case and statute access to legal articles in 680 journals from the U.S. and other English-speaking countries. It also includes coverage of legal newspapers and selected general journal articles, newspaper articles, books and government documents. An advantage of this index is that it continuously cumulates - so several years can be checked simultaneously.*

EXT
REF
AI
21
N453
xxx

New York Times Index

GLPP has 1935+

Main has 1851+ (1851-1910 under REF AI 21 N452)

Summarizes significant news articles, editorials, and features from the New York Times. A subject, geographical and personal name index with entries arranged chronologically under headings. Semi-monthly with quarterly and annual cumulations. (Newspaper available on microfilm at Main Library.)

EXT
REF
Z
7164
C81
U45683
xxx

Personnel Literature

GLPP has V.22+; 1963+

Covers books, articles and documents in all areas of human resource management including recruitment, employee problems, equal opportunity, labor relations, civil service, etc. Listings are arranged in approximately 70 subject categories with no indexes in monthly issues. Annual name and subject indexes.

*This index or abtract is searchable on-line.

EXT
REF
BF
1
P65
xxx

Psychological Abstracts

GLPP has V.43+; 1969+
Main has V.1+; 1927+

Provides "non-evaluative summaries of the world's literature in psychology and related disciplines." Monthly issues are arranged into 16 subjects, one of which, Applied Psychology, has categories on management and management training, personnel evaluation and performance, personnel selection and training, organizational behavior and job satisfaction. Brief subject and author indexes in each issue with semi-annual cumulations. After 1984 indexes are cumulated annually.*

EXT
REF
JK
1351
Z999
P8x

Public Administration Series: Bibliography

GLPP has Oct. 1982+

A listing of bibliographies on various topics in public administration. GLPP owns approximately 40% of those listed. Check with the reference librarian to identify holdings and locations.

EXT
REF
Z
7163
P9
xxx

Public Affairs Information Service

GLPP has V.1+; 1915+
Main has V.1+; 1915+

The purpose of PAIS is to index library materials in public affairs and policy for use by the government, the business/financial community, researchers and students. Emphasis is on factual and statistical information. 1400 periodicals as well as books, reports, federal and state documents are covered. Index is arranged by subject. Quarterly and annual cumulations. Annual author index.*

EXT
REF
Z
7164
A2
R4
xxx

Recent Publications on Governmental Problems

GLPP has 1933+

Lists latest materials in public administration and planning. Books, documents and articles (from 800 periodicals scanned) are selectively included. Subject arrangement with indexes for author and title access. Also includes order information. Monthly with annual cumulation.

*This index or abstract is searchable on-line.

EXT
REF
JA
1
S27
xxx

Sage Public Administration Abstracts

GLPP has V.1+; 1974/75+ (V.1 and V.2 some issues missing)
Main has V.6+; 1974/75+

Quarterly issues contain approximately 250 items from important recent literature in public administration. Included are abstracts of books, articles, pamphlets, government publications, speeches and legislative research studies. Arranged in broad subject categories with author and subject indexes. Index cumulated annually. Abstracts.

EXT
REF
Z
7161
S63x
xxx

Social Sciences Citation Index

GLPP has 1974, 1978+
Main has 1969, 1973+

Provides coverage of the literature of every discipline in the social sciences. Over 4500 journals (1400 fully indexed) and some monographic series are covered. In the citation index the user begins with a reference and determines if the current literature cites it. Complete information on current articles is in the source index. The subject and corporate indexes also provide access to the source index. Tri-annual with annual cumulation. This is extremely useful for locating book reviews. (Note: While Volume I of each year contains detailed instructions, please ask for assistance from reference librarian.)*

EXT
REF
AI
3
S63x

Social Sciences Index

GLPP has V.1+; Apr. 1974+
Main has V.1+; Apr. 1974+

(Note: For years before 1974 consult Social Sciences and Humanities Index, International Index.)

Author and subject index to the periodical literature of the social sciences. Covers major journals in planning, public administration, political science, economics, environmental sciences, law and other fields.*

EXT
REF
HM
1
S67
xxx

Sociological Abstracts

GLPP has V.14+; 1966+
Main has V.1+; 1953+

Covers the field of sociology including such topics of interest to public administratioin as social organization, bureaucratic structure, social change and economic development, public opinion, sociology of law and policy sciences. Published five times per year. Subject, author and source indexes in each issue and cumulated annually.*

*This index or abstract is searchable on-line.

EXT
REF
HA
195
Z999
S78x
xxx

Statistical Reference Index

See Section IV of this guide - "Statistical Information."

EXT
REF
JA
71
Z999
U54x
xxx

United States Political Science Documents

GLPP has V.1+; 1975+
Main has V.1+; 1975+

Contains political science research of interest to researchers, policy-makers and educators. 150 selected political and social science journals are covered comprehensively with abstracts. Five indexes - author, subject, geographic, proper name and journal. Annual.*

EXT
REF
HT
123
U7
xxx

Urban Affairs Abstracts

GLPP has 1980+
Main has 1972+

Articles abstracted here are selected from journals received by the library of the National League of Cities. Focus is on municipal government and its administration. Weekly issues arranged by subject. Annual cumulations with author, geographic and subject-descriptor indexes.

## III. Finding Books

The Graduate Library for Public Affairs and Policy contains most of SUNYA's books in the field of public administration. Generally, the most efficient way to search for books is to use the GEAC automated circulation system. This currently allows author, title, call number and subject searches. Subject searches are possible only for books acquired after 1973. All books are searchable by author, title and call number.

The card catalog at GLPP is author/title only. Main has author/title/subject access for books in both libraries. It is useful to use the subject card catalog at Main for older books and the author/title catalog for very recent books since "on order" slips are filed there by title.

EXT, LIB and DOC books are at GLPP. If these prefixes are not part of the call number the book is at the Main Library.

*This index or abstract is searchable on-line.

## IV. STATISTICAL INFORMATION (including Budget Information)

Two of the references listed below, Statistical Abstract of the United States and New York State Statistical Yearbook, serve both as sources of statistical information and guides to further sources. Where these two sources provide or lead to insufficient data American Statistics Index and Statistical Reference Index serve as finding aids to a greater variety of in-depth data. Consult the Reference Librarian for help in locating census information or other data mentioned in these sources.

EXT
REF
Z
7554
U5
A46
xxx

American Statistics Index
GLPP has 1979+
Main has 1974+

ASI is an index (with abstracts) to the statistical publications of the U.S. government. Divided into two sections with the index volume being a name, category and subject index to the abstract volume. Arranged by numbers assigned to issuing agencies, the abstracts contain complete bibliographic information contents of the publication, and classification numbers for documents and microfiche. Monthly with annual cumulations. (Note: the Main Library subscribes to the microfiche described in ASI.)

EXT
HJ
11
N745x6
Latest issue at ref. desk

New York State Governors. Executive budget for the fiscal year...
GLPP has 1969/70+
Main has 1969/70+

Includes the governor's message with financial highlights, an overview of the budget and program highlights. Agencies are covered one by one giving agency background, operating budget, general funds, revenues, etc. Also includes legislative and judiciary budget requests. Annual for fiscal year.

EXT
REF
HA
544
A2
xxx

New York State Statistical Yearbook
GLPP has 1967+
Main has 1967+

Contains New York State statistics on population, housing, health, human services, education, employment, business and industry, public finance, law enforcement, elections, etc. Data from federal and state sources. Arranged by broad subject categories with subject index and index to sources. Annual.

EXT
J
85
Y1.1/7:
xxx

Office of Management and Budget. Budget of the United States Government, Fiscal Year 19- . Washington, D.C.: Government Printing Office.
GLPP has 1983+
(Fiscal years prior to 1987 at EXT J85 PrEx 2.8:___)

Consult Reference Librarian for years prior to 1983.

EXT
J
85
Y1.1/7:
xxx
Latest
issues
at ref.
desk

Office of Management and Budget. Budget of the United States Government, Fiscal Year 19- . Appendix. Washington, D.C.: Government Printing Office.

GLPP has 1983+

(Fiscal years prior to 1987 at EXT J85 PrEx2.8: ____)

Consult Reference Librarian for years prior to 1983.

The Budget includes the budget message of the president and an overview of the budget proposals. Spending is explained in terms of national needs, agency missions and basic programs. Includes federal receipts and proposals to deal with deficits. Summary tables. Indexes by subject and agency. The Appendix contains more detailed information on appropriations, legislative proposals, budget estimates, etc. Both publications are annuals.

EXT
REF
HA
195
Z999
578x
xxx

Statistical Reference Index

GLPP has 1980+

Main has 1980+

SRI is an index (with abstracts) to the statistical publications of private organizations and state government agencies. Contains national, statewide, foreign and a small amount of local data. In the abstract volume, entries are alphabetical under type of source organization. Bibliographic information, description of contents and availability are included. Index volume gives access by subject, category, issuing source and title. Monthly (except January and February combined) with annual cumulations.

EXT
REF
HA
202
xxx

U.S. Bureau of the Census. Statistical Abstract of the United States

GLPP has 1977+ (and some earlier years)

Main has 1878+ (with some missing)

Serves as a source of social, political and economic statistics and as a guide to further statistical information. Includes both government and privately collected data. Emphasis on U.S. national data but some regional, state and city data. Divided into 33 subject sections - among them population; elections; federal, state and local government finances and employment; energy; comparative international statistics, etc. Includes appendices on methodology and a guide to sources of statistics. Detailed subject index. (GLPP also has Historical Statistics of the United States: Colonial Times to 1970. EXT REF HA 202 B87.)

## V. GOVERNMENT MATERIALS

Government publications provide an enormous range of information including financial and statistical data, detailed information about the workings of government agencies and excellent research and background material on various topics. GLPP has selected United States government publications. These are listed by title and subject in separate drawers of the GLPP card catalog and arranged by Superintendent of Documents Classification system on the southwest wall of the first floor. A much more complete collection, housed at the Main Library, can be accessed using sources listed below. Federal publications are not listed on the GEAC system, nor are they, for the most part, in the Main card catalog.

State and local documents can be found in the card catalog and on the GEAC system.

DO NOT HESITATE TO ASK THE REFERENCE LIBRARIAN FOR HELP.

### a. United States Documents

EXT
REF
Z
7554
U5
A46
xxx

American Statistics Index

See Section IV of this guide, "Statistical Information."

EXT
REF
Z
1223
A252x
xxx

CIS Index to the Publications of the U.S. Congress

GLPP has 1979+
Main has 1970+

Monthly indexes and abstracts to all Congressional publications (except the Congressional Record) - hearings, committee prints, reports, documents. The abstracts contain bibliographic information and content of documents. Indexing is by subject/name, title, bill, report document, print and hearing number, committee or subcommittee chairmen. Legislative histories are included. Abstracts are cumulated annually, indexes quarterly and annually.* (Note: the Congressional Record is also available on-line at GLPP.)

*This index or abstract is searchable on-line.

EXT
REF
1223
Z7
I53x
xxx

Index to U.S. Government Periodicals

See Section II of this guide, "Indexes and Abstracts."

EXT
FLM
JK
1108
M25x
xxx

Major Studies and Issue Briefs of the Congressional Research Service

GLPP has 1916+

Indexes and complete microfiche text of the research studies of the Congressional Research Service - on legal issues, governmental and political issues, economic and labor issues, etc.

EXT
REF
Z
1223
A18
xxx

Monthly Catalog of U.S. Government Publications

GLPP has 1964+
Main has 1915+

The major catalog of the publications of the United States government, covering all three branches of the government. It includes 6 indexes - author, title, subject, series/report, stock number, title keyword and classification number. Entries include bibliographic information. Indexes cumulated semi-annually, annually.* (Note: GLPP also has the Publications Reference File, a microfiche in-print listing of government documents. This is useful for relatively recent documents and can be found in GLPP's microfiche area.*)

b. State and Local Documents

LIB
REF
Z
1223.5
N57
N552
xxx

Dictionary Catalog of Official Publications of the State of New York

GLPP has 1947+ (title varies, some issues missing)
Main has same

A listing of New York State publications received by the New York State Library. It is a combined author, title and subject index, although for some years, the only access is by issuing agency. Most items have a complete bibliographic citation.

LIB
REF
Z
1223.5
A1
U5
xxx

Monthly Checklist of State Publications

GLPP has 1964+

This Library of Congress publication is a comprehensive listing of documents issued by states, state-sponsored regional organizations and associations of state officials. Monographs, annuals and monographs in series are arranged by state and then issuing agency. Monthly with annual cumulated index to monographs.

EXT
REF
Z
7164
L8
I53x
xxx

Index to Current Urban Documents
GLPP has 1972/73+, V.1+
Main has 1977+

Subject and geographic index to local government documents and state documents dealing specifically with a city or county. Geographic Index has complete bibliographic information including some explanatory notes. Quarterly with annual cumulations. (Note: GLPP has microfiche for documents listed under Albany, Boston and New York City.)

## VI. DICTIONARIES

EXT
REF
JA
61
C47

Chandler, Ralph C. and Plano, Jack C. The Public Administration Dictionary. New York: John Wiley & Sons, c1982. Also in Main.

Selectively includes those concepts and terms which are fundamental to an understanding of the field of public administration. Defined terms are arranged in 7 subject categories with indexes both for those terms and others included in the text of definitions.

EXT
REF
JA
61
C87

Cutchin, D. A. Guide to Public Administration. Itasca, Illinois: F. E. Peacock Publishers, Inc., c1981. Also in Main.

The major portion of this "guide" is a dictionary of concepts, theories and facts. Also contains an "Annotated Bibliography of Research Sources" including bibliographies, directories, general reference works and an annotated bibliography of journals and abstracts.

EXT
REF
JA
61
S37
1982

Scruton, Roger. A Dictionary of Political Thought. New York: Harper & Row, c1982. Also in Main.

Focuses on principal thinkers and ideas of modern political thought. In-depth definitions.

For general political science dictionaries consult:

LIB
REF
JA
61
P64x

Political Science Dictionary. Plano, Jack C.; Greenberg, Milton; Olton, Roy; Riggs, Robert E. Hinsdale, Illinois: Dryden Press, c1973.

*This bibliography is searchable on-line.

EXT
REF
JA
61
D8

Dunner, Joseph. Dictionary of Political Science. New York: Philosophical Library, 1964. Also in Main.

## VII. DIRECTORIES, ENCYCLOPEDIAS AND HANDBOOKS

The following directories, encyclopedias and handbooks contain information on individuals and organizations in public administration and government. These sources range in depth from directories which provide addresses, phone numbers, etc., to encyclopedias and yearbooks which provide detailed discussion and data on organizations or topics.

### a. National

EXT
REF
JK
1011
xxx

Congressional Directory. Washington, D.C.: Government Printing Office.

GLPP has 1979+ (and some earlier volumes).
Consult reference librarian for earlier volumes.

A biennial directory of members of Congress (with biographies), principle staff members, composition of committees and committee assignments. Also has some statistics on Congress. Lists offices of Capitol, officials of executive branch and judicial branch, District of Columbia officials, diplomats and press corps members.

EXT
REF
JK
1012
C65
xxx

Congressional Staff Directory. Mount Vernon, Virginia: Congressional Staff Directory.

GLPP has 1964-67, 1970+
Main has 1966+ (with some missing)

Annual list of state delegations and staffs of congressmen, committees and Capitol offices. Biographies of key staff members included. Also White House and executive agency officials. Keyword/subject index and index to individuals. District maps. (Note: Congressional Staff Directory Advance Locator updates Congressional Staff Directory, EXT REF JK 1012 C65 SUP xxx)

EXT
REF
JK
1083
B55

Congressional Yellowbook. Washington, D.C.: Washington Monitor.

GLPP and Main subscribe to this.

A looseleaf directory of the members of U.S. Congress with their key aides, committee assignments, other positions and offices. Information on Congressional committees including jurisdiction, members, aides. Also other generally useful phone numbers for bill status, floor action, schedules and calendars. Continuously updated.

EXT
REF
HS
17
G334
xxx

Encyclopedia of Associations. Detroit, Michigan: Gale Research Co.

GLPP has current 2 years

Main has 1964+ (with some years missing)

Detailed information concerning non-profit American membership organizations. Mainly includes those national in scope but some important local, regional and international ones included. Descriptive entries include addresses, phone numbers, objectives, membership, subdivisions, affiliations, publications, etc., and are arranged under general subject categories. Keyword, name, geographic and executive indexes. Updating service.*

EXT
*
JK
468
C7
E52
xxx
Latest issue shelved in REF

Encyclopedia of Government Advisory Organiations. Detroit Michigan: Gale Research Co.

GLPP has 1975, 1980, 1983, 1986/87+

Main has 1975, 1980, 1983, 1986/87+

Guide to approximately 5000 permanent, continuing and ad hoc U.S. presidential advisory commissions, Congressional advisory commissions, public advisory commissions, task forces, etc. Emphasizes currently active committees but has important defunct ones. Includes name, address and phone number, officials, history and authority, program, recommendations, members, staff, publications, meetings. Arranged in 10 general subject sections with index access by keyword, name, subject, publications and reports, presidential administration and agency.

*This encyclopedia is searchable on-line.

EXT
REF
JK
901
F28x
xxx

Federal Regulatory Directory. Washington, D.C.: Congressional Quarterly, Inc.

GLPP has 1981/82+
Main has 1979/80+

Following an introduction to the topic of regulation, this contains a comprehensive look at the 13 largest and most important agencies. Included are information on history, power and authority, background of commissioners and/or members, agency organization, information sources and references. Ninety-one agencies covered in less depth. Indexed by agency/subject and personnel. Biennial.

EXT
REF
JK
6
F45

Federal Yellowbook. Washington, D.C.: Washington Monitor.

GLPP only subscribes to this

Looseleaf directory giving access to top 29,000 persons in the executive branch of government. Divided into 5 sections - Executive Office of President and Office of the Vice President, departments, independent agencies, regional offices, and index to agencies, offices, etc. Includes names, addresses, phone numbers, organization of agencies. Continuously updated.

EXT
REF
JK
421
G65
1983

Government Agencies. Edited by D. R. Whitnah. Westport, Connecticut: Greenwood Press, c1983. Also in Main.

Discusses over 100 U.S. government organizations (bureaus, agencies, boards, councils, departments, administrations, etc.) Topics include their history, administrative structure, failures, achievements, conflicts.

EXT
REF
CT
120
I5
xxx

International Who's Who. London, England: Europa Publications Ltd.

GLPP has 1981/82+ (and some earlier volumes)
Main has 1973/74+

Notable international persons listed with education, occupation, birthdate, positions and address.

EXT
REF
JK
421
A3
xxx

United States Government Manual. Washington, D.C.: Government Printing Office.

GLPP has 1967/68+
Main has 1935+

Official handbook of the federal government, includes information on agencies of the legislative, judicial and executive branches. Also quasi-official agencies, international organizations in which the U.S. participates, boards, committees and commissions. Lists principal officials, purpose, role in government, history, legislative or executive authority, description of programs and activities and sources of information. Indexes by subject, name, and defunct agency and list of recent personnel changes.

EXT
REF
F
192.3
W33
xxx

Washington Information Directory. Washington, D.C.: Congressional Quarterly Inc.

GLPP has 1975/76, 1982+
Main has 1975/76+

Contains information on agencies of the executive branch, Congress and non-governmental organizations in the Washington, D.C. area. Information includes name, address and phone number of organization; name and title of director or contact person; description of work performed by agencies, committee or organization. Arranged by 16 subject areas with organization name and subject indexes. Annual.

EXT
REF
E
176
W642
xxx

Who's Who in America. Chicago, Illinois: Marquis Who's Who.

GLPP has 1982/83+ (and some earlier volumes)
Main has 1905/06+

Notable Americans listed with occupation, birthdate, parents, marriage, children, degrees, career, memberships, religion, address. Topical and regional indexes. Listings of retirees and necrology.

EXT
REF
E
176
W643
xxx

Who's Who in the East. Chicago, Illinois: Marquis Who's Who.

GLPP has 1983/84+ (and some earlier volumes)
Main has 1974/75, 1979/80, 1983/84+

Eastern notables. Listings contain same information as Who's Who in America.

b. State and Local

EXT
REF
At REF
Desk

Albany - State Telephone Directory

GLPP - current year only

Alphabetical list w/phone numbers and titles of officials of New York State agencies, Senate and Assembly members, legislative, political and municipal officials. Also listing arranged by organization. Annual.

EXT
REF
JK
2403
B615
xxx

Book of the States. Lexington, Kentucky: Council of State Governments.

GLPP has 1937+ (with some volumes missing)
Main has 1977, 1979, 1981/82, 1985/86+

Biennial compendium of state information on intergovernmental affairs, various branches of the government, legislation, elections, administration, finances, state service. Each topic includes discussion and tabular data. Author, subject and name indexes.

LIB
REF
JK
3430
A25
xxx

Manual for the Use of the Legislature.

GLPP has 1948+ (and some volumes 1858-1946)
Main has 1854, 1961/62+ (some missing)

General New York State directory information including officials from federal, New York State, other states, and local government. Listings and descriptions of New York State departments, commissions, authorities, legislative committees, courts. Also descriptions of legislative districts and political data including party officials. Indexed by names, organizations and subjects. Biennial.

EXT
JS
342
A2
I52
xxx
Latest shelved in REF

Municipal Yearbook

GLPP has 1979+ and some older volumes
Main has 1934+ with some missing

Data collected from city and county officials nationwide is arranged under 6 topics - local government profiles, intergovernmental dimensions, personnel issues, management trends and issues, directory of organizations and officials, sources of information. Cumulative subject and name index.

EXT
JK
2443
N37
xxx
Latest issue shelved in REF

National Directory of State Agencies

GLPP has 1980/81+
Main has 1974/75+

For 100 categories of agencies, state, possession and territory officials are listed. Listings include alphabetical list of agency functions, state agencies by state and function, and a listing of state government officials. No indexes. Biennial.

EXT
REF
JK
2679
N38
1984

National Organizations of State Government Officials Directory.

GLPP has 1984

Approximately 100 organizations are listed. Arrangement is alphabetical and the following information is included: membership, purpose, activities, publications, organizational structure, affiliations. No indexes.

EXT
REF
JK
3430
N5
xxx

New York Red Book

GLPP has 1940, 1953+
Main has 1957/58+ (and some older volumes)

Biographical and organizational background information on New York State government officials including governor's office, legislature, judiciary, state departments, commissions, county officials. Also some election and political information and information on federal government officials. Legislator and general index. Biennial.

EXT
REF
JK
2679
C68x
xxx

State Administrative Officials: classified by function

GLPP has 1979+,
Main has 1977+

Published as a biennial supplement to the Book of the States, this volume is divided into 135 functions of state administrative officials. Officials, addresses and phone numbers listed under each function for each state. A key to definitions defines various functional areas of state governments.

EXT
REF
JK
2679
C67x
xxx

State Elective Officials and the Legislatures

GLPP has 1977+
Main has 1975+

Arranged by state this directory lists elected executive branch officials by title and party and members of the state's highest court. Legislators are listed with party, district and address. Biennial.

EXT
REF
JK
2403
B615
xxx

State Legislative Leadership, Commitees and Staff

GLPP has 1981/82, 1985/86-
Main has 1975, 1977, 1981/82, 1985/86-

In Section One the legislative organization of each state is outlined. Included are principal officers and staff, committees and legislative agencies. In Sections Two to Four officers, committees and legislative services (e.g.bill drafting, computer services) are arranged by function. Biennial.

## VIII. COMPUTER RESOURCES

Computer Search Services at both GLPP and the Main Library provide access to a wide range of databases on public administration and related topics. Computer searches can be used to retrieve materials not easily accessible through traditional print indexes. Their primary usefulness occurs when comprehensive searches are needed or when search terms in printed indexes are inadequate. The latter may happen when dealing with a new topic, when coverage of an idea requires coordination of search terms or when existing search terms are too general.

Many of the indexes and abstracts listed in part II of this guide have on-line counterparts, and this is noted in their annotations. In addition, government publications, many newspapers and a variety of legal materials are available on-line.

If you are interested in a computer search, contact the reference desk (442-3691 at GLPP or 442-3558 at the Main Library).